

CITY OF HOUSTON

Job Posting

JK

Applications accepted from:

ALL PERSONS INTERESTED

2 Job Classification 3 Posting Number 4 Department

1

5

6

8

PN# 103246 PARKS AND RECREATION

Department Division Section

FACILITIES DEVELOPMENT & MAINTENANCE

Reporting Location

OFFICE OF THE DEPUTY DIRECTOR 2999 SO. WAYSIDE

DIVISION MANAGER - EX. LEVEL

Workdays & Hours

M-F 7: 00 A.M. TO 4: 00 P.M.*

*Subject to change

9 <u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>

This individual will manage, train, develop, counsel and evaluate employee performance. Establish policy, procedure, guidelines and project schedule. Develop methodologies for creating project data. Assist in the design and implementation of special systems, plans and projects. Coordinate the preparation, implementation and monitoring of the operating budget and expenditures. Assist departments and general public in obtaining and explaining technical and non-technical information. Act as a liaison to other departments, government agencies and the private sector. Provide technical advice, consultation and support to departments and other agencies and groups. Draft and review proposed contracts, letters of agreement and amendments. Manage and negotiate procurement terms and conditions with potential vendors.

10 WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year for year basis.

13 MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).

14 PREFERENCES

15

16

Preference will be given to applicants who have had managerial experience with multi-disciplinary trades (maintaining a variety of facilities such as sports complexes, swimming facilities, community centers, restrooms, playgrounds, trails, site furnishings) in a large metropolitan setting.

SELECTION/SKILLS TESTS REQUIRED

NONE

SAFETY IMPACT POSITION ■ YES □ NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29

\$1,885 - \$2,639 Biweekly \$49,010 - \$68,614 Annually

18 *OPENING DATE* March 2, 2005

19 CLOSING DATE Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9496.

An equal opportunity employer